



JOB DESCRIPTION

Position Title: **Safety Officer**

Working Area: **Risk Management**

Class Code: 5301 Exempt EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional, supervisory and technical work responsible for administering the Safety Program for Seminole County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Provides technical supervision for the Safety Program, and enforces County policies and directives. Prepares and submits required reports on the status of various safety programs as required.

Formulates and maintains an accident report system including investigation, interviewing, completion, and submission of necessary reports. Analyzes accident causes and hazards to health for use by County personnel and outside agencies. Coordinates the County's Safety Program with worker's compensation representatives in a joint effort to reduce accident costs.

Consults with all departments on design and use of equipment, work facilities, and safety program. Makes personal inspections of County facilities to detect existing or potential accidents, fire and health hazards, and recommends corrective or preventive measures where indicated. Reviews Federal and State safety regulations and implements procedures to insure County compliance.

Devises, supervises, and coordinates training programs which encourage safe work habits. Represents the County in community or industry safety groups and programs.

Maintains fire and emergency evaluation procedures for County facilities.

Develops and recommends to the Department Director the annual operation budget for the Safety Office.

Initiates and effectively recommends to the Department Director for hiring, performance evaluations, termination disciplinary and/or commendatory actions for assigned personnel.

Performs other duties as assigned or as may be necessary.



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Page 2

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Minimum Qualifications

Knowledge of the principles and practices of safety engineering techniques as applied to building construction, highway and industrial safety. Knowledge of State of Florida safety regulations, standards for Federal Highway Safety, Florida Department of Transportation regulations. Knowledge of the Florida Right-to-Know Law and it's application to the workplace.

Ability to develop programs of corrective action to effectively reduce accidents. Ability to report on progress of safety programs and use statistical means to report on accidents occurring on or to County property. Ability to interact with other fire and accident prevention professionals, elected officials, department directors, and the general public. Ability to establish effective working relationships that promote all safety programs. Ability to communicate effectively, both orally and in writing and make presentations to large and small groups.

Bachelor's Degree in Industrial Safety, Public Administration, Business Administration, or a closely related field, and eight (8) years' progressively responsible experience in the development, implementation, and/or administration of Safety Programs. Possession of a Certified Safety Professional or Certified Hazard Control Manager certification is highly desirable.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Must possess and maintain a valid Florida Driver's License.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most office duties are performed while sitting at a desk, table or workstation. Must have the ability to climb 90 degree ladders over 30 feet high and climb 20-30 feet down inside pumping stations. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.